

School of Archival Studies

National Archives of India Admission Notice

72nd short-term certificate course in "Records Management"

- Duration : 1st – 30th September, 2010.
- Objective : The course is to train in creation, control and disposition of records.
- Eligibility : Graduate in any discipline from a recognized University
- Reservation : Reservation of seats as per Government of India norms for SC/ST/OBC/person with disability.
- Age : Below 30 years for private applicants.
Below 50 years for sponsored applicants.
(Relaxation in age for reserved categories is applicable as per Government norms).
- Registration : Application along with attested copies of educational
Fee : qualification and Rs. 100/- (Rupees hundred) only through Crossed Indian Postal Ordres/ Bank Drafts in favour of Administrative Officer, Natinoal Archives of India, Janpath, New Delhi-110001, be sent to the Director General of Archives, National Archived of India, Janpath, New Delhi-110001. **Sponsored** candidates should apply through proper channel.
- Course Fee : Rs. 200/- (Rupees two hundred) only, non-refundable, to be paid at the time of admission.
- Last date of receipt of application : 6th August 2010.
- Boarding & Lodging : The school has no boarding & logging facilities.

Format of Application

72nd Short-term certificate course in "Records Management"

1. Name of Applicant :
2. Father's/Husband's Name :
3. Age & Date of Birth :
4. Category : General SC ST PH OBC
5. Postal Address & Tel. No. if any :
6. Permanent Address :
7. Name & address of the sponsoring department, if employed :
8. Post held at present :
9. Details of Crossed Indian Postal Order/Demand Draft :
10. Academic Qualification (enclose attested copies of testimonials) :

Examination Passed	Subject	Year of passing	Division	Percentage of Marks	Name of University

Date :

Signature of candidate

**Signature and Seal of the
sponsoring authority
Fax/Telephone No.**

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